

# BOARD OF SUPERVISORS

Brown County



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## EXECUTIVE COMMITTEE

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, Patrick Evans  
Bernie Erickson, Patrick Buckley, John Van Dyck

### EXECUTIVE COMMITTEE

Monday, July 6, 2015

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of June 8, 2015.

### Comments from the Public

### Vacant Budgeted Positions (Request to Fill)

1. Clerk of Courts – Deputy Clerk of Courts I - Vacated – 7/13/15.
2. District Attorney – Special Drug Task Attorney - Vacated – 7/2/15.
3. Human Services (CTC) – Community Treatment Program Worker - Vacated – 8/3/15.
4. Human Services (CTC) – TAD/CJCC Court Supervisor - Vacated – 6/24/15.
5. Public Works (Facilities Management) – Housekeeper (.50) - Vacated – 7/15/15.

### Communications

6. Communication from Supervisor Van Dyck re: Consider a change in Board ordinances to require that support resolutions receive a favorable vote at both the home committee and Executive Committee before being committed to resolution. *Referred from May County Board.*

### Legal Bills

7. Review and Possible Action on Legal Bills to be paid.

### Reports

8. County Executive Report.
  - a) Budget Status Financial Report for May, 2015.
9. Internal Auditor Report.
  - a) Budget Status Financial Report for May, 2015.
  - b) Monthly Status Update: June 1 – June 30, 2015.
10. Human Resources Report.
  - a) Approval of vacation for the Finance Director position.
  - b) 2016 Insurance Proposals.
  - c) Fast Care Proposal.

**Resolutions, Ordinances**

11. Resolution re: Change in Table of Organization for the Airport Maintenance Mechanic.

**Closed Session**

12. ACTION - Review and approval or rejection of high bids for tax deed properties:  
(high bid information of July 3<sup>rd</sup> to be distributed at meeting)
  - a. Parcel 2-762 at 1051 St. Paul St. Green Bay – Minimum Starting Bid \$ 11,000
  - b. Parcel 17-880 at 445 S. Baird St. Green Bay – Minimum Starting Bid \$ 5,500
13. Update on status of Parcel 14-1048 (1163 Chicago Street, City of Green Bay) from June Executive Committee meeting – No Action Required.
14. Closed Session to Deliberate the sale of Brown County owned Parcels to a Brown County Municipality or an adjacent property owner:  
Parcel VH-590-6  
Parcel 21-1331-1  
Parcel B-99  
Parcel PI-207-5  
Parcel 14-411  
Parcel 18-522 w/ 18-523  
Parcel 21-293-1  
Parcel 6-403  
Parcel 7-326  
Under State Statute 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
15. Reconvene into open session for the purpose of taking action on above Parcels.

**Other**

16. Such other matters as authorized by law.
17. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, June 8, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present: Chair Lund, Supervisors Patrick Moynihan, John Van Dyck, Patrick Evans, Bernie Erickson, Patrick Buckley and Steven Fewell**

**Also Present:**

Troy Streckenbach (*County Executive*)  
Chad Weininger (*Director of Administration*)  
Dan Process (*Internal Auditor*)  
Neil Anderson and Matt Kriese (*NEW Zoo & Park*)  
Paul Zeller (*Treasurer*)  
Warren Kraft (*Director of Human Resources*)

Erik Pritzl (*Director of Human Services*)  
Chua Xiong (*Director of Health Department*)  
John Vander Leest (*Clerk of Courts*)  
David Lasee (*District Attorney*)  
News media and other interested parties

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**I. Call meeting to order.**

The meeting was called to order by Chair Tom Lund at 5:30pm.

**II. Approve/modify agenda.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve as modified with the addition of 11a. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**III. Approve/modify Minutes of May 11, 2015 & May 20, 2015 (special).**

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**Comments from the Public** None.

**Vacant Budgeted Positions (Request to Fill)**

1. Administration – Finance Director – Vacated 6/15/15.
2. Airport – Assistant Airport Director – Vacated 1/30/15.
3. Clerk of Circuit Court – Customer Service Clerk – Vacated 7/6/15.
4. District Attorney – Clerk/Typist II – Vacated 5/29/15.
5. Health – Public Health Sanitarian II - Vacated 6/9/15,
6. Human Resources – Benefits Specialist – Vacated 8/7/15.
7. Human Resources – Employee Services Manager – Vacated 6/26/15.
8. Human Services (CTC) - Certified Occupational Therapy Assistant – Vacated 6/11/15.
9. Human Services – Economic Support Specialist (x2) – Vacated 5/27/15 & 5/29/15.
10. Parks – Park Ranger – Vacated 6/8/15.
11. Public Works/Highway – Highway Crew (x2) – Vacated 6/1/15 & 6/4/15.
- 11a. Clerk of Circuit Court – Court Coordinator – Vacated 4/27/15.

Motion made by Supervisor Moynihan , seconded by Supervisor Erickson to suspend the rules to take Items 1-11a. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Van Dyck questioned when the wage for the Clerk of Circuit Court Court Coordinator position was reviewed? It seemed like \$16.79 an hour in comparison to some of the other Clerk positions seemed rather high. Clerk of Circuit Courts John Vander Leest informed that that was the introductory wage starting out and he believed after six months there would be a 3-5% bump after that. They had four

Customer Service Clerks at the Clerk of Courts; they had to have knowledge of all of the various areas of the office, all of the filing procedures and intake of money. These positions were above an introductory clerk typist and have had previous experience in the office or similar experience elsewhere. Responding to Supervisor Fewell, Vander Leest informed that it was in line with the Class and Comp Study. He added that they had two retirements since the beginning of the year and they have not filled those positions. They were down two full-time equivalents. They were trying to do with what they had and the best they could. Erickson questioned that if they hire someone from the outside, were they going to hire someone that had this experience. Vander Leest responded that they were going to seek a qualified party that had a combination of customer service, legal/law background, and has some knowledge of the court system.

*Supervisor Buckley arrived at 5:33 p.m.*

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1-11a.  
Vote taken. MOTION CARRIED UNANIMOUSLY.**

#### **Communications**

- 12. Communication from Supervisor Buckley re: To have administration work with Door and Oconto County to negotiate a contract with a county that currently has medical forensics pathologists that have the ability to bring on Brown County and its partners. *Referred from May County Board.***

Buckley informed that he wanted Administration to start working with the county that had already done this in the past. Have Weininger work with Oconto and Door County as their partners and start negotiations on a contract with one of the service providers.

Weininger responded that Public Safety directed him to proceed with Dane County but work with Oconto and Door County to enter into a contract for a professional Medical Forensics Pathologist Medical Examiner (ME) services. In anticipation of moving forward, he did reach out to Oconto and Door to gauge their interest level. Oconto was interested and will have the same presentation that Brown County had. He informed that another county reached out to them to possibly come aboard also, kind of like a northern consortium for ME services. As stated in the presentation, it made more sense to diversify their costs to have more people come in and get the volumes so they could in the future have someone stationed here to provide those services. Buckley believed out of Public Safety a resolution was being put together for County Board. Weininger stated that that was correct, currently the State Joint Finance Committee froze the rates for what they could charge for death certificates, disinterment permits and cremation permits. So they looked at the average of what the four counties that couldn't provide ME services for the Forensic Pathologists. Those averages, when looking at the rates, they covered what the increased costs would be to hire out or contract out.

Van Dyck stated that there were other counties, other than Dane, that had a Medical Forensic Pathologist, he questioned if any other counties were a possibility. Weininger responded that there were four and one county in Milwaukee reached out to them. They provided a Medical Forensic Pathologist, but didn't actually run a Medical Examiner's Office. Dane County had the most experience based on the direction they gave them at Public Safety Committee.

**Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY.**

#### **Legal Bills**

- 13. Review and Possible Action on Legal Bills to be paid.**

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**Motion made by Supervisor Fewell, seconded by Supervisor Evans to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Reports**

**14. County Executive Report.**

Executive Streckenbach provided a handout (attached) and informing that this week they kicked off the *Discover Brown County* initiative. The handout was put together to promote the cultural institutions and assets that Brown County had. It was a month by month, June-August, interactive guide stating events that were available to Brown County residents. Leveraging the great things that this community had built over time. Most importantly they were trying to encourage families to get together and spend time in Brown County and take advantage of some of the great things that Brown County had to offer. Attend events each month, collect stamps to fill the page and turn it into one of the participating locations to be entered into a drawing. They were testing it out this summer and if it had good success they were looking at doing it year-round.

Last week the federal agency announced its PreCheck expedited screening program was available at Austin Straubel International, which was another bonus. PreCheck allowed passengers to bypass many of the regular screening procedures. Travelers must enroll in the program, which cost \$85 for five years. The process included online enrollment at TSA.gov and an in-person visit to an application center to provide identification and be fingerprinted.

The Land Conservation was working with a number of different community partners as part of the Phosphorus Committee to put together demonstration farms. This was in the budget leading up to 2015. He informed there was going to be a demo June 16<sup>th</sup>. It started in Outagamie and will be in Brown County in the afternoon. This would give them an idea of what they were doing in terms of trying to better manage the land and keep the soil on the land verses running off into the watershed and ultimately in the Bay.

June 17<sup>th</sup> was the grand opening for the Veterans Manor, a 50-unit apartment complex on Green Bay's east side. The project accepted applications from low-income veterans. Preference was given to Brown County veterans, but was not limited by residency. It was a project that had been in the making for a few years and something they were very proud of what they were able to accomplish from a community standpoint and a resource that was provided to veterans in the community. It was a very positive, final outcome from what they started with the old Mental Health Center. The former Human Services Director Brian Shoup brought them in contact with Brigadier General Robert Cocroft from the Center of Veterans issues down in Milwaukee and from there it became a life of its own.

Veterans will pay 30 percent of their income in rent. The rest is covered by vouchers. The apartments are designed for independent living, but CVI will assist veterans in finding other services as needed, including for post-traumatic stress disorder; substance abuse; education; social anxiety; family, health and employment issues, and more. The majority of the \$7.4 million project was funded through the sale of tax credits granted through the Wisconsin Housing and Economic Development Authority. It also received \$300,000 grants through the Affordable Housing Program and from a Home Depot charitable initiative, and \$30,000 in federal funds through the Redevelopment Authority. Green Bay was chosen because of the nearby Milo C. Huempfer V.A. Clinic and because of support from Green Bay and Brown County.

**Motion made by Supervisor Buckley, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

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**15. Internal Auditor Report.**

**a. Board of Supervisors Budget Status Reports: April 2015.**

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY.**

**b. Monthly Status Update: May 1 – May 31, 2015.**

Internal Auditor Dan Process referred to Item 1a of his report titled Projects: In-progress: Customer Service Survey – Public Health Inspector (Report Phase). The report had been written, it was in draft form. He was looking for advice from the committee on how to proceed with it. Normally he would give it to the department and share it and have them review to make sure it was accurate. He had not shared the information with Heath Director Chua Xiong. The other issue was that it was a survey, they received responses back but wasn't sure how to handle those items as well. His initial thought was to exclude it from the report but provide it to those supervisors because it was his understanding that survey came about by a few supervisors asking for it to be done. He just wanted to get an understanding on how to proceed with it.

Fewell asked if it was part of his work plan, Process responded that initially it was not. Erickson stated that a handful of supervisors were involved in this. It started out by going through the Director of Administration Weininger and together he and Process worked together on it. Erickson felt the results should go back to Weininger and he should go back to those supervisors and discuss it with them. The answers might be complete at this point. He didn't think this whole thing was set up to be a public type record per say. By consensus, the committee felt this was now a public document.

Weininger stated that if they looked at the survey results, they were really not that bad. Overall it was a good customer service tool for customer feedback. They were hearing some different thoughts and theories and he felt this survey helped hone in on some areas in the health inspection area where they could give it to the Heath Director to kind of improve some service. He felt there were some areas that could be approved upon. It was an area of philosophy to whether they wanted to have a strong enforcement or if they wanted to have the inspectors try to get people in compliance, more of a partnership. He felt it was a pretty good exercise that would help improve their quality of service to their food vendors and provide a greater level of service for them and help the sanitarians improve their relationships with the customers and provide safe eating establishments and do it in a more friendly way. Weininger informed that they went back and sent out surveys for a six-month period for two inspectors. They sent them out to various businesses. Process added that 193 surveys that went out and they received a 30% response.

Erickson informed that he did get some in between follow-up on this while the survey was out. He was surprised that they got as high as 30%. A lot of the comments out there was going to be retaliation on this. Weininger stated that what they tried to do was make it anonymous and they couldn't trace it back to the actual person. So unless they gave a specific, there wasn't any way. They tried to address that as they knew it might be an issue and worked around it the best they could.

Buckley stated that it would be nice if they could do something like this on the county website for all departments for ongoing feedback all of the time. Weininger informed that when he was the City Clerk they used a survey card. If they had a good or bad experience they could send it back in confidential and it was helpful and pointed out areas the Clerk's Office needed help.

Fewell informed that he was concerned when a few supervisors could initiate a performance evaluation on employees. It bothered him that only a few could do that outside of committee, get a survey done by Administration without committee or board approval, or without going into closed session. He had concerns that if this didn't go through a parent committee and wasn't done in a very transparent way, which he felt it should be done, he had concerns that they could easily setup

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supervisors to choose what particular area they wanted to go after. Moynihan informed that it was discussed on the board floor but he understood his concerns about not going through the committee structure. Weininger informed that Admin had looked at more of a customer service thing and talked to the department head stating that they would like to do this for customer service overall because of the different thoughts on it but he got what Fewell was saying.

Moynihan suggested forwarding the results to those supervisors who were initially involved and then put it before the oversight committee; it was full transparency that way. Lund felt they needed to have full transparency too; they couldn't start doing surveys and not have the rest of the board involved. Moynihan reiterated that it was stated on the board floor, there were supervisors talking about this issue at the board meeting. Fewell agreed that that could happen but there needed to be a formulation of a motion and take an action for that to take place. Moynihan informed that it was under the report. Fewell understood but added that there should have been a motion under the report.

Buckley stated he didn't see a problem in it, he looked at it as supervisors went to different parts of admin with a problem in a department and they went and did surveys if there was a problem or not. If there was a big problem, they could have brought it back to the committee for some sort of action. They streamlined a little bit and got things done. When they actually take something upon themselves to get something done, they chastise them. If they went to the County Clerk's office, they had survey cards to survey the employees. That went back to his suggestion regarding having something on the county website for people to go and give their feedback.

Evans informed that he was disappointed that this didn't come through the Human Services Committee. If they were going to do a survey of employees then they needed to have certain items spelt out, what were they looking to achieve, what were the parameters, what were the specific kind of questions. The problem was that he didn't see the survey because they had no oversight of it on the Human Services Committee, there was no discussion. It went back to saying that they could pick and choose what they wanted to do as a supervisor and they could have Administration do that, because that is what he believed happened in this situation. Weininger reiterated that prior to doing that they did reach out to the department head that oversaw it and informed that they would like to do a survey and what were her thoughts. She felt it was a good idea and had some ideas of making some changes anyway. Evans felt it was great that supervisors were initiating things and want to do that because that was the job of supervisors but were they going to be doing surveys of all of their employees as well. It seemed that they could haphazardly go and pick out the sanitarians and do a survey on them. He questioned the Zoo Director Neil Anderson on when was the last time they did surveys? Anderson responded that they had survey cards going out but they used Facebook a lot. They had constant feedback coming back on a daily basis. They were engaged in with the public whether it was good comments or comments that they needed to work on something. They always answered and had that dialog but they had over 27,000 followers there as well. Evans felt that was Buckley stated was important, if they were going to be getting real feedback and they wanted to get that from their public and maybe there was an area that they needed to set up on the website. He felt they might be stepping into an area sometimes that he didn't necessarily know if it was appropriate.

Fewell informed that he had no problem at all and believed Administration had the responsibility to be doing quality assurance and follow-up if there were concerns. That was an administrative thing; he expected them to do that. When supervisors were the impetus for that to happen, then he felt it needed to be much more transparent and it needed to have approval.

Based on what Evans and Fewell stated, Buckley felt that if they had a request on a certain department for more information or comments about how they operate that it should go through a committee. If they wanted more traffic control on a certain highway it should really go through the parent committee. He would think then that all requests should go through parent committees and

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supervisors shouldn't have to contact any department heads. Evans didn't believe that was the same thing.

Lund felt there was a difference when there was a request for information from a department head than when you request them to go out and do a survey where it was going to take time. If they ask someone to do something that would require work, then it would come through as a communication and go to the proper committee because they would want to know what people were doing out there and not all the sudden get something back and question where it came from. He was not saying it was bad to have a survey; it would have probably been approved by committee. He didn't feel there was an inherent conflict, it was just that if they were asking a department head or a group of department heads to do something then it was better if it came from full force of the committee to go out and gather the information. Buckley questioned even if it was their idea to do it? Lund felt it sounded like it was the supervisor's idea. But the department heads did have a work plan for the year and they should be reporting to their committees what their work plans were and if they had any ideas. Dan informed that he would take blame for that, normally if there was a change in the Audit plan, he would come forward as it was going to affect the Audit plan that was in place. Lund informed that he wasn't blaming anyone but felt that Evans and Fewell had a point that there was transparency and that parent committees should be in control of their area and that's why they had the committee process. Moynihan informed that it was driven by supervisors with the blessing of Administration; Process was collating the end result. He did ask the Chair's opinion and he responded that if it wasn't going to take a lot of his time, he had no issue with it.

Erickson informed that there was quite a bit of controversy about this, there were a lot of entrepreneurs that had contacted supervisors and they wanted some resolution or something. It had already been discussed at budget time. No one was at fault about this, it was a very honest attempt to try and straighten out an adverse situation. He didn't think at any point that any of the supervisors involved had the idea of taking a survey. This was a solution that came forward and it was an anonymous way of doing something. A number of them got to take a look at it before it went out but everything was done up front and even with the blessing of the new department head. She was totally immersed in this. It wasn't a situation where a couple people trying to find something out. They were trying to get some information on the table for this new director so she could in turn handle the situation. When she initially heard about it, she was quite upset, and he would possibly say because of the duration of the time difference of when this went out and when it was initially prepared, he felt under her jurisdiction, a lot of things may have changed and those 30% that came back maybe did show progress.

Weininger informed that the idea of the survey more than likely came from him so that they could figure out fact and fiction and if there was an issue they could use it as a tool to fix it. He worked on a lot of projects and liked to offer solutions, it more than likely did come from him as a solution through Administration.

Moynihan informed that Process was looking for direction. Process stated that he heard to distribute it to those supervisors that requested it. Moynihan felt it should go to the parent committee and offered it as a motion. Evans stated they needed to have it as an agenda item on Human Services. Weininger suggested sharing it with the Health Department Director so she had some time and they could present it at the committee.

Process informed that the survey was a part of and included in their Executive Committee agenda packet last month.

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to send it to the Human Services Committee. Vote taken. MOTION CARRIED UNANIMOUSLY.**

With regard to Budget Status Financial Reports, Process informed that last year there was a request for him to compile the quarterly reports and distribute them to the supervisors. Currently there were a few departments that weren't preparing them. He was in contact with them to see if they would be willing to generate them. There were so departments that were saying that the committees hadn't requested the information or have in the past but the committees had seen no need for it. Lund informed that it was by ordinance that they provide it every month. They should all be doing it. The board overwhelmingly said they wanted to have these reports. Process stated a majority of the departments were but this was to make sure that everyone was consistent.

**Motion made by Supervisor Buckley, seconded by Supervisor Fewell to receive and place on file 15b. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**16. Human Resources Report.**

Human Resource Director Warren Kraft informed that they were working with their consultants M3 on refinements to the health insurance plan for 2016. Last month they had a vendor summit. It was gathering all of their providers into one room and talking about what they did in front of the other providers. It was enlightening and they had some lines of communication open. They will develop an action plan to try and keep that energy going so that their vendors were working with them and with each other.

They were close to a recommendation on the near site clinic known as FastCare, Urgent Care, etc.

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Resolutions, Ordinances**

**17. Ordinance – An Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as “Parks and Recreation Facilities” and “Public Health, Safety, Welfare, and Protection”.**

Park Manager Matt Kriese stated that right now if someone was stopped without a trail pass their only enforcement mechanism was to issue an ordinance citation and sometimes those were in the amount of \$150 up to \$200. In the parks, they try to mix a little sugar with the salt, it wasn't heavy handed enforcement, it was education within there. This violation notice which Corporation Counsel had drafted basically adjusted their current Chapter 8 and allowed them the ability to implement that violation notice. It had been approved at the May County Board but it was not in an ordinance form yet. Ultimately it would still need to go through the budget process to set a fee associated with that violation notice. Lund informed that this had gone back since October. They had a supervisor that had asked for this information. Buckley questioned if they had a lot of problems with it. Kriese informed that they had enough. Their staff did a lot of enforcement mainly on the Fox River trail knowing it was a self-funded trail and they relied on those trail fees. Staff tends to spend a lot of time on weekends enforcing it. There was enough of an issue where people don't buy their pass until they are stopped knowing that all they will do will make them buy a pass. So now they were looking to go a little bit beyond that with a little enforcement, with whatever the board chose on that.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

*Supervisor Buckley dismissed at 6:27 p.m.*

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**Treasurer**

- 18. Review and approval or rejection of high bids for tax deed properties.**  
**a. Parcel 2-437 614 Tenth Street, Green Bay.**

Zeller indicated that Heather Suess was the winning bidder, her husband was the gentleman that appeared and spoke on behalf of the public notice and the minimum bid. Subsequently they did actively bid on the re-auction and were the high bidders. Zeller provided handouts (attached), a recap of the parcel, which broke down the general taxes owned, the interest & penalty on those general taxes due to the county and then the special assessment count and the interest penalty count that the city would have put on the property for anything from delinquent water bills to cutting the grass prior to the county's ownership of the parcel. The \$7,514 figure was the city's special assessment for raising the home that was on the parcel previously, which the City of Green Bay does not get back. The city's only means of recovering those raised costs were the county's sale covering more than the general tax due and the county's interest & penalties then the city was in line to recruit the balance. Zeller noted that they were adequately covered in the general tax account but it was just a reminder that all those general taxes from 2010-2014 in this case, the county paid all the taxing jurisdictions, paid those amounts out so they were left with the deficit to fill and their reward was the interest and penalties accumulating over those years. With the high bid price they were sufficiently covered so he would consider this an adequate bid but it was exclusively the Executive Committee's discretion in accepting these bids. The high bid last time was \$1,500 by Habitat for Humanity. That was after there were 11 bids in the previous round. There were 26 bids to get to the \$4,572. The auction company had a bidder's premium that they added on to that. The bidder in this case would end up pay \$5,139, the county nets \$4,672. The bidder's premium was paid completely outside the transaction to the county.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson motion to approve the sale parcel 2-437 to Heather Suess in the amount of \$4,672. Vote taken. MOTION CARRIED UNANIMOUSLY.**

- b. Parcel 7-467 1021 Eastman Avenue, Green Bay.**

Handouts provided (attached). In analyzing the adequacy of the high bid, the price on the home on Eastman Avenue, in this case it covered costs, general tax, interest and penalties, in-rem charges, title fees, etc. Then there will be some satisfaction of the city's special assessments as well, which was a good thing. They had so many of these and they had to partner with the municipalities. It was his primary goal to get these back on the tax rolls and secondary goal, to get a good price for these. Regardless of condition, location, there were so many things that came into play. Here was an example where they will all be satisfied with the sale. Again, he would consider this an adequate bid. This one was originally bid on and the bidder did not pay so they had to go back out again and the minimum bid was \$11,000 as determined by the assessment appraiser.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve the sale of parcel 7-467 to Dale Halfaday for the amount of \$19,750. Vote taken. MOTION CARRIED UNANIMOUSLY.**

- 19. Closed Session – To deliberate the sale of a Brown County owned Parcel to a Brown County Municipality (Parcel 14-1048 at 1163 Chicago Street, Green Bay) under State Statute §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**

**Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to enter into closed session. Vote taken. MOTION CARRIED UNANIMOUSLY.**  
**Roll Call: Evans, Erickson, Lund, Moynihan, Van Dyck, Fewell.**

**Motion made by Supervisor Fewell, seconded by Supervisor Evans to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.**  
**Roll Call: Evans, Erickson, Lund, Moynihan, Van Dyck, Fewell.**

- 20. Reconvene in Open Session for the purpose of taking action on Parcel 14-1048.**

**Other**

- 21. Such other matters as authorized by law.**

Treasurer Zeller indicated that he would be forwarding a communication to Supervisors in regard to foreclosures.

- 22. Adjourn.**

**Motion made by Supervisor Evans, seconded by Supervisor Erickson to adjourn at 6:54 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

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HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600  
PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)



WARREN KRAFT  
HUMAN RESOURCES DIRECTOR

July 6, 2015

**Departments for position approval process at July, 2015 Executive Committee:**

**Clerk of Courts – Deputy Clerk of Courts I**

Vacated – 7/13/15

**District Attorney – Special Drug Task Attorney**

Vacated – 7/2/15

**Human Services (CTC) – Community Treatment Program Worker**

Vacated – 8/3/15

**Human Services (CTC) – TAD/CJCC Court Supervisor**

Vacated – 6/24/15

**Public Works (Facilities Management) – Housekeeper (.50)**

Vacated – 7/15/15

# CLERK OF CIRCUIT COURT



100 SOUTH JEFFERSON STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
TELEPHONE (920) 448-4155  
FAX (920) 448-4156  
WWW.CO.BROWN.WI.US/CLERK\_OF\_COURTS

JOHN A. VANDER LEEST  
CLERK OF CIRCUIT COURT

June 27, 2015

TO: County Executive  
Human Resources Manager  
Director of Administration

FROM: John A. Vander Leest  
Brown County Clerk of Courts

SUBJECT: Request to Fill – Deputy Clerk I as stated in Table of Organization

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

**The position description is current. This will be an internal posting only.**

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

**Yes, this position will be responsible to handle traffic and Courtroom A & B. The workload for criminal and traffic is very high and this position is critical to continue court coverage in these areas.**

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

**The caseload is very high for criminal and traffic. Roughly 1,500 to 2,000 cases per month for traffic alone. This party is responsible for recording minutes in court and other essential duties of processing the related paperwork to the Department of Corrections and CCAP. I would not be able to run the traffic courts or Courtroom A & B without this deputy clerk position.**

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

**There is an existing Clerk II in the office that assists in traffic court 1.5 days per week. This employee processes the paperwork in court. This requires a Deputy Clerk to attend court to officially swear in parties so we have 2 parties in Court for traffic. This is not efficient. I'm hopeful I can reduce this to 1 staff person in traffic courts. This would free up the other**

deputy clerks to complete their other duties by approximately 1.5 days per week. We would not be able to eliminate a position, but would run more efficiently with our existing flow of work.

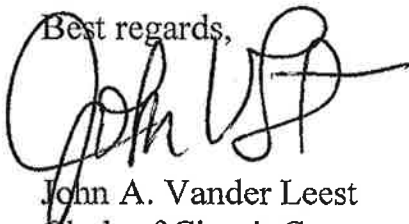
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, the 2015 budget was \$60,000 for budget review. The 2 earlier vacant positions represent roughly \$76,000 with salary and benefits. We've had other vacancies for Court Coordinator and Clerk 1.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We would not be able to keep up with criminal and traffic cases and court coverage would not be available for the existing schedule. This would case major backups with Department of Corrections and reduce our revenues. This is a critical position to maintain day to day operations for criminal and traffic cases.

Best regards,



John A. Vander Leest  
Clerk of Circuit Courts

## Budget Impact Calculation

**Department:** Clerk of Courts  
**Position:** Deputy Clerk I

**Partial Budget Impact:** 7/13/15 - 12/31/15 24 Weeks

**Salary** \$ 16,560.00

**Fringe Benefits** \$ 9,941.08

\$ 26,501.08

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

### Annualized Budget Impact:

**Salary** \$ 35,880.00

**Fringe Benefits** \$ 21,539.00

\$ 57,419.00

Note: this position is in the 2015 budget

**Position vacated:** 7/13/2015

**Budgeted hourly wage rate:** \$18.40

**Total Number of FTEs Budget for this position title in budget:** 5.6

**Number of FTEs Unfunded for this position in budget** 0

**Total Number of FTEs Available to be filled for this title in budget** 5.6

**Number of FTEs filled with this position vacant:** 4.6

**Percent of this position staffed:** 82%

Analyst Recommendation: This position is responsible for reporting to traffic courtroom A and courtroom B. This is a high workload area and the duties could not be absorbed by others. I recommend approval.  
Camille Stymiest- HR Analyst

Contact

John Vander Lee 448-4179

# OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600  
GREEN BAY, WI 54305-3600  
PHONE (920) 448-4190, FAX (920) 448-4189

**DAVID L. LASEE**  
**DISTRICT ATTORNEY**

**DEPUTY DISTRICT ATTORNEYS**  
Dana J. Johnson  
Mary M. Kerrigan-Mares

---

**VICTIM WITNESS COORDINATOR**

Karen H. Dorau  
(920) 448-4194

**SPECIAL PROSECUTORS**

Lawrence J. Lasee  
Kristen K. Bohnert

**CONTRACT SPECIAL PROSECUTOR**

Kari A. Hoffman

**ASSISTANT DISTRICT ATTORNEYS**

Wendy W. Lemkuil  
Amy R.G. Pautzke  
John F. Luetscher  
Kevin G. Greene  
Eric R. Enli  
Beau G. Liegeois  
Kate R. Zuidmulder  
Sarah E. Belair  
Cynthia L. Vopal  
Karyn E. Behling  
Carley N. Miller

June 19, 2015

TO: Troy Streckenbach, County Executive  
Warren Kraft, Human Resources Manager  
Chad Weininger, Director of Administration

FROM: David L. Lasee, District Attorney

SUBJECT: Request to Fill – Special Drug Task Force Attorney

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. On a daily basis, the attorney drafts and reviews complaints, motions, subpoenas, search warrants and other legal documents as necessary to represent the State of Wisconsin and Brown County as a Special Prosecutor.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of tasks to meet statutory and court deadlines. The District Attorney reviews the job performance of all prosecutors.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties that this position are streamlined as much as possible, this position is critical for prosecution of cases.

2

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities would fall on existing full-time staff which would be less cost effective.

## Budget Impact Calculation

**Department:** District Attorney  
**Position:** Special Drug Task Attorney

**Partial Budget Impact:** 7/13/15 - 12/31/15 24 Weeks

**Salary** \$ 22,627.38

**Fringe Benefits** \$ 10,875.23

\$ 33,502.62

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

### Annualized Budget Impact:

**Salary** \$ 49,026.00

**Fringe Benefits** \$ 23,563.00

\$ 72,589.00

Note: this position is in the 2015 budget

**Position vacated:** 7/2/2015

**Budgeted hourly wage rate:** \$23.57

**Total Number of FTEs Budget for this position title in budget:** 1

**Number of FTEs Unfunded for this position in budget** 0

**Total Number of FTEs Available to be filled for this title in budget** 1

**Number of FTEs filled with this position vacant:** 0

**Percent of this position staffed:** 0%

Analyst Recommendation: This position is responsible for representing the State of Wisconsin in Brown County's Drug Task Force cases. This position is also responsible for drafting and reviewing legal documents and for executing under statutory and court guidelines and deadlines. This is the only position in the District Attorney's office that reviews such cases. I recommend approval. Christina Connell HR Analyst

Contact David Lasee 448-6314

**BROWN COUNTY HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

6-19-2015

TO: County Executive: Troy Streckenbach  
Human Resources Manager: Warren Kraft  
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager  
Human Services – Adult Behavioral Health

SUBJECT: Request to Fill – CTP Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Position Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This Position meets the needs of clients, many of whom are under chapter 51 commitments, or on hold open status, these services being mandated services the county provides under Chapter 51 of the Wisconsin Statutes. Additionally, this position serves clients with chronic mental health conditions that need case management to sustain their functioning in the community, thereby preventing hospitalization, or long term mental health placement.

Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance is measured in accordance with the complexity and volume of case load held by each case manager, as reflected in employee's annual performance appraisal.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is needed to continue to meet the basic needs of existing clients, and does not present a viable opportunity to reorganize or consolidate positions, as we have a pronounced case management shortage currently, due to staff departures and medical leaves.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Client's would go unserved/underserved, and we could risk lives and program certifications under DHS 34, DHS 36 and in respect of Targeted Case Management.

## Budget Impact Calculation

**Department:** Human Services - CTC  
**Position:** Community Treatment Center Worker

**Partial Budget Impact:** 8/10/15 - 12/31/15 20 Weeks

**Salary** \$ 13,151.92

**Fringe Benefits** \$ 8,183.85

\$ 21,335.77

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

### Annualized Budget Impact:

**Salary** \$ 34,195.00

**Fringe Benefits** \$ 21,278.00

\$ 55,473.00

Note: this position is in the 2015 budget

**Position vacated:** 8/3/2015

**Budgeted hourly wage rate:** \$16.44

**Total Number of FTEs Budget for this position title in budget:** 4

**Number of FTEs Unfunded for this position in budget** 0

**Total Number of FTEs Available to be filled for this title in budget** 4

**Number of FTEs filled with this position vacant:** 3

**Percent of this position staffed:** 75%

Analyst Recommendation: Position vacant due to a resignation. The position is a case management position that is essential to continued ongoing operation of case management services to clients with mental health and or AODA conditions. Need-to-fill is based on servicing existing clients, and not on growing needs. If not filled, clients would go unserved/underserved and we could risk lives and program certifications under DHS 34, DHS 36 and in respect of Targeted Case Management. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Ian Agar 391-6959

**BROWN COUNTY HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

June 11<sup>th</sup>, 2015

TO: County Executive: Troy Streckenbach  
Human Resources Manager: Warren P. Kraft  
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager  
Human Services

SUBJECT: TAD/CJCC Court Supervisor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)  
Description is current as of 6-11-2015

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
Yes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The performance measures consist of the supervisor being able to successfully facilitate communication between 3 departments-Human Services, the District Attorney's Office and the Circuit Court Judges. Additionally, 2 staff require supervision, as does the growth of the treatment courts, Drug Court, Mental Health Court, Veteran's Court and the Opiate Treatment Court. Program development is likely the key measure to assess performance currently.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
This position is critical in helping shape the developing treatment courts. There are no other available resources to provide the necessary support and oversight of these courts.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
This position is funded through the TAD(Treatment Alternatives and Diversion) Grant.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
The treatment courts will lack needed supports and the involvement of the judiciary and the District Attorney's office could be lost.

## Budget Impact Calculation

**Department:** Human Services - Treatment Alternatives and Diversion  
**Position:** TAD/CJCC Court Supervisor

**Partial Budget Impact:** 7/12/15 - 12/31/15 24 Weeks

**Salary** \$ 25,785.69

**Fringe Benefits** \$ 11,362.15

\$ 37,147.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

### Annualized Budget Impact:

**Salary** \$ 55,869.00

**Fringe Benefits** \$ 24,618.00

\$ 80,487.00

Note: this position is in the 2015 budget

**Position vacated:** 6/24/2015

**Budgeted hourly wage rate:** \$26.86

**Total Number of FTEs Budget for this position title in budget:** 1

**Number of FTEs Unfunded for this position in budget** 0

**Total Number of FTEs Available to be filled for this title in budget** 1

**Number of FTEs filled with this position vacant:** 0

**Percent of this position staffed:** 0%

Analyst Recommendation: This position was vacated due to a voluntary resignation. It is funded through TAD Grant funding and is in the 1st year of five years funded under the grant. The position is necessary to supervise and oversee the growth of the treatment courts in Brown County. The position facilitates communication between Human Services, the District Attorney's office and the Circuit Court Judges. I recommend approval. Lorrie M. Blaylock HR Analyst

Contact Ian Agar 391-6959

## PUBLIC WORKS

# Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER  
3150 GERSHWIN DRIVE  
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869  
E-MAIL [LEBOEUF\\_DL@CO.BROWN.WI.US](mailto:LEBOEUF_DL@CO.BROWN.WI.US)



DIANE L. LE BOEUF, CEH  
HOUSEKEEPING MANAGER

6/23/2015

TO: Troy Streckenbach, County Executive  
Chad Weininger, Director of Administration  
Warren Kraft, Human Resources Director

FROM: Diane LeBoeuf, Housekeeping Manager  
Public Works - Facilities Management Division

RE Request to fill – Part-time Housekeeping Position

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 Form).*

Yes, it's current.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

5

4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*

- This position is in the 2015 budget and due to staffing cuts in the past that led to current staffing issues.
- My staff is working overtime to try to keep up with the work. Maintenance staff has worked OT to help.
- Currently there is an employee out on Short-Term Disability and another 2 on light-duty, along with the past housekeeping staff cuts, maintenance employees/Facility Workers - which receive more pay per hour – have been working OT to assist in trying to keep up.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is no “fat” left to remove.
- In 2012, I was forced to reduce the number of employees that were allowed to take vacation at the same time (Monday thru Friday) from 2.0 down to 1.0.

5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*

- Yes. The 2015 budget has 10.0 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results; and many times cannot pass the Sheriff Department's Time & Security background checks, which means they are not allowed to clean in most of the County buildings.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well maintained.

## Budget Impact Calculation

**Department:** Public Works - Facilities  
**Position:** Housekeeper (.5 FTE)

**Partial Budget Impact:** 7/20/15 - 12/31/15 23 Weeks

**Salary** \$ 5,193.58

**Fringe Benefits** \$ 4,340.81

\$ 9,534.38

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

### Annualized Budget Impact:

**Salary** \$ 11,742.00

**Fringe Benefits** \$ 9,814.00

\$ 21,556.00

Note: this position is in the 2015 budget

**Position vacated:** 7/15/2015

**Budgeted hourly wage rate:** \$11.29

**Total Number of FTEs Budget for this position title in budget:** 9

**Number of FTEs Unfunded for this position in budget** 0

**Total Number of FTEs Available to be filled for this title in budget** 9

**Number of FTEs filled with this position vacant:** 8.5

**Percent of this position staffed:** 94%

Analyst Recommendation: This position is responsible for the maintenance and cleaning of our county buildings. By filling this position the staff will be able to continue to keep up the life expectancy of the buildings while providing our employees and the public with safe and clean environments. I recommend approval. Christina Connell Analyst

Contact Diane LeBoeuf 391-4856

5



**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

Exec.

**BROWN COUNTY BOARD OF SUPERVISORS**

Meeting Date: June 17th, 2015

Agenda No. : 600 Communication

Motion from the Floor

I make the following motion: Consider a change in Board ordinances  
To require that Support Resolutions ~~require~~ receive a favorable  
Vote at both The home Committee and executive Committee  
before being ~~referred~~ to Committee To resolution.

Refer To Executive Committee

Signed: 

District No.: 17

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

Exec.

60

**ATTORNEY BILLS SUBMITTED FOR APPROVAL TO THE EXECUTIVE COMMITTEE  
FOR JULY 6, 2015 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27 -6-24-15	6/24/2015	\$ 3,933.00	Airport - General Matters
REINHART, BOERNER, VAN DEUREN S.C.	390864	5/21/2015	600.00	Assist with Brown County Plan of Correction - CTC
		TOTAL =	\$ 4,533.00	

**GARY A. WICKERT, S.C.**

*Attorney and Counselor at Law*  
801 E. WALNUT • P.O. BOX 1656  
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188  
wicklaw@gbonline.com

June 24, 2015

Brown County Airport  
P.O. Box 23600  
Green Bay WI 54305-3600

Re: General Matters  
Our File No. 12 W 27

**STATEMENT**

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
6/1	Letter from Tom Miller re: airline leases (2);	.20
	Letter from Sue Bertrand re: fence claim;	.10
	Phone conference with Sue Bertrand re: airlines, CBP, etc.;	1.00
	Letter from Tom Miller re: Lenma Technologies (2);	.20
	Letter from Tom Miller re: CBP;	.10
	Review airline lease re: extend term;	.25
	Letter from Tom Miller re: airline lease, option, 4 years vs. 3, etc.	.10
6/2	Received Exhibit C, Schedule 5 - airline re: subsidy;	
	Phone conference with Sue Bertrand	.25
6/3	Phone conference with Sue Bertrand re: airline leases;	.65
	Letter from Tom Miller re: Intergovernmental Agreement with Oshkosh	.15
6/4	Phone conference with Tom Miller re: Oshkosh;	.25
	Review Intergovernmental Agreement;	
	Review information from Sue Miller/Steve Horton re: revised rates and charges for airline leases;	1.20
	Letter to Tom Miller re: Oshkosh agreement;	.30
	Phone conference with Sue Bertrand re: airline leases-revised Exhibit CC and schedules;	.20
	Review information from Sue Bertrand re: signatory airline requirements;	.25
	Review miscellaneous correspondence from Tom Miller and Sue Bertrand re: lease requirements, etc.;	.30
	Review Jet Air file re: definition of Gross Revenue;	.20
	Phone conference with Sue Bertrand re: Jet Air;	.30
	Revise Gross Revenue definition for Jet Air;	.50
	Letter to Tom Miller;	
	Phone conference with Tom Miller	.40
6/8	Letter from Sue Bertrand with transmittal to airline re: leases;	.20
	Phone conference with Jeanne re: leases/Tom Miller's schedule	.25

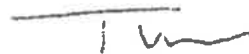
Page Two  
June 24, 2015

6/9	Phone conference with Vicki re: miscellaneous;	.20
	Phone conference with Tom Miller re: Oshkosh	.35
6/11	Review information re: real estate boundary issue;	.25
	Phone conference with Tom Miller re: Jet Air, Oshkosh, CAVU, etc.;	1.00
	Begin review of CAVU information re: FFF deduct	.30
6/12	Review CAVU Consent to Sublease and revise re: insurance;	
	Phone conference with Barb West re: CAVU;	1.25
	Phone conference with Vicki re: CAVU-FFF;	.40
	Letter to Sherwood;	
	Letter to Terry Gerbers	.40
6/15	Letter from Tom Miller re; WPS easement re: Longhorn;	.10
	Phone conference with Sue Bertrand re: hangar access, airline leases, etc.;	.50
	Review Mead & Hunt survey (Pine Tree Road parcel)	.50
6/19	Review correspondence from Tom Miller re: CBP agreement;	.15
	Letter from Tom Miller re: Jet Air--Gross Revenue;	.10
	Review information from Sue Bertrand re: insurance for FBO;	.20
	Phone conference with Tom Miller and Sue Bertrand re: miscellaneous matters and EMS/VOA.	.75
	TOTAL HOURS:	<u>13.80</u>

13.80 HOURS @ \$285.00 PER HOUR = \$3,933.00

AMOUNT DUE ON ACCOUNT: \$3,933.00

Thank you.  
GAW;prn



# Reinhart

#106600

Reinhart, Boerner Van Deuren s.c.  
P.O. Box 2065  
Milwaukee, WI 53201-2965

Telephone: 414-298-1000  
Fax: 414-298-8097  
Toll Free: 800-553-6215  
reinhartlaw.com

1000 North Water Street  
Suite 1700  
Milwaukee, WI 53202

Fed Tax ID 39-1126909

Batch # 6-24-15 SMG

100.016.001.5716

Total = \$600.00

IN ACCOUNT WITH:

Apara Care Consulting  
Attn: Ms. Janice Faga  
7601 Ganser Way  
Madison, WI 53719

INVOICE #: 390864

DATE: 21-May-15

CLIENT: 013661

OUTSTANDING BALANCE ON PREVIOUS INVOICES AS OF 21-May-15 . . . . \$0.00

PROFESSIONAL SERVICES FOR 11-Feb-15 THRU 3-Mar-15

<u>MATTER NAME</u>	<u>FEES</u>	<u>EXPENSES</u>	<u>TOTAL</u>
Assist with Brown County Plan of Correction	600.00	0.00	\$600.00
	<b>\$600.00</b>	<b>\$0.00</b>	<b>\$600.00</b>

TOTAL DUE FOR THE CURRENT PERIOD

\$600.00

TOTAL DUE

\$600.00

INVOICES ARE DUE AND PAYABLE UPON RECEIPT

630.056.100.062 - 5716

Julian M. Byrd

5716 - "reiteration" with  
per made 6/1/15  
6/1/15

# Reinhart Boerner Van Deuren s.c.

PAGE: 2

INVOICE #: 390864

DATE: 21-May-15

CLIENT/MATTER: 013661-0004

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## Assist with Brown County Plan of Correction

Revise Brown County Community Treatment Center plans of correction; review SOD; review DQA Nurse Consultant comments	11-Feb-15	3.00	RJL
Review CMS letter e-mailed from Ms. Pulkowski and advise on legal issues involving submission of plan of correction and appeal rights	3-Mar-15	1.00	RJL

**TOTAL FEES**

**\$600.00**

# **Reinhart Boerner Van Deuren s.c.**

**PAGE: 3**

**INVOICE #: 390864**

**DATE: 21-May-15**

**CLIENT: 013661**

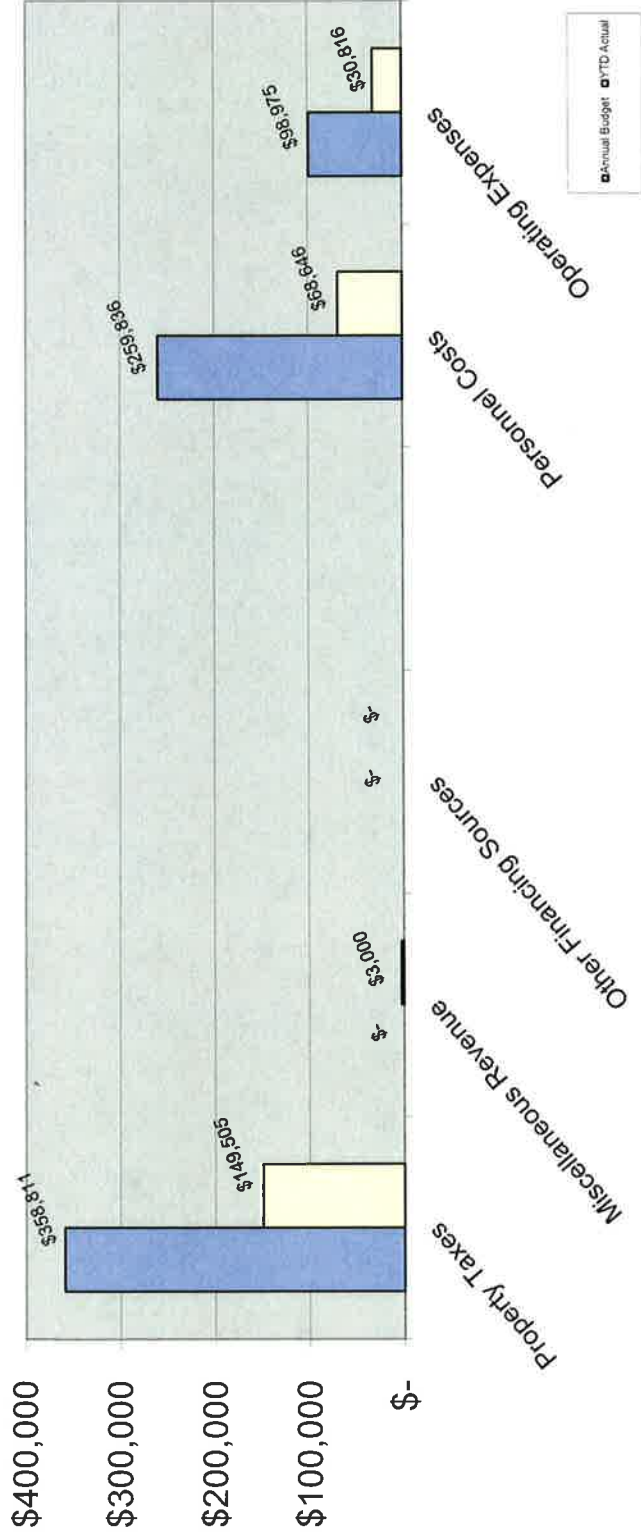
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**PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE**

**Brown County Executive  
Budget Status Report (Unaudited)  
05/31/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 358,811	\$ 149,505	41.7%	
Miscellaneous Revenue	\$ -	\$ 3,000	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 259,836	\$ 68,646	26.4%	
Operating Expenses	\$ 98,975	\$ 30,816	31.1%	

## Executive - May 31, 2015



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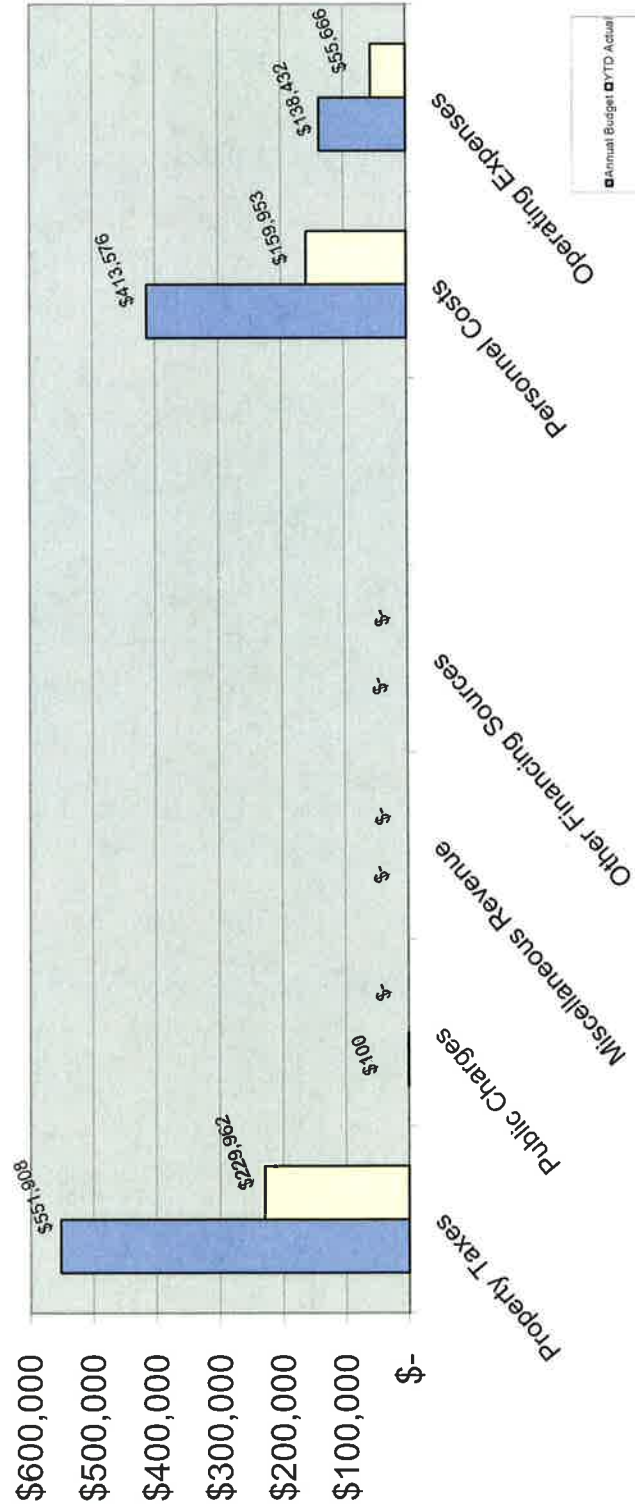
**Brown County Board of Supervisors**  
**Internal Audit**  
**Budget Status Report (Unaudited)**  
**05/31/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 551,908	\$ 229,962	41.7%	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 159,963	38.7%	
Operating Expenses	\$ 138,432	\$ 55,666	40.2%	(1)

**Comments:**

(1) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$29,750 paid to Schenck for audit fees.

## Board of Supervisors - May 31, 2015



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# Budget by Account Classification Report

Through 05/31/15  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - GF</b>										
REVENUE										
Property taxes		551,908.00	.00	551,908.00	45,992.33	.00	229,961.65	321,946.35	42%	552,067.00
Public Charges		100.00	.00	100.00	.00	.00	.00	100.00	0	134.52
Miscellaneous Revenue		.00	.00	.00	.00	.00	.00	.00	+++	422.00
Other Financing Sources		.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
REVENUE TOTALS		\$552,008.00	\$0.00	\$552,008.00	\$45,992.33	\$0.00	\$229,961.65	\$322,046.35	42%	\$555,368.42
EXPENSE										
Personnel Costs		413,576.00	.00	413,576.00	39,115.87	.00	159,953.16	253,622.84	39	417,038.14
Operating Expenses		138,432.00	.00	138,432.00	4,059.92	.00	55,666.31	82,765.69	40	133,015.52
EXPENSE TOTALS		\$552,008.00	\$0.00	\$552,008.00	\$43,175.79	\$0.00	\$215,619.47	\$336,388.53	39%	\$550,053.66
<b>Fund 100 - GF Totals</b>										
REVENUE TOTALS		552,008.00	.00	552,008.00	45,992.33	.00	229,961.65	322,046.35	42	555,368.42
EXPENSE TOTALS		552,008.00	.00	552,008.00	43,175.79	.00	215,619.47	336,388.53	39	550,053.66
<b>Fund 100 - GF Totals</b>		\$0.00	\$0.00	\$0.00	\$2,816.54	\$0.00	\$14,342.18	(\$14,342.18)		\$5,314.76
<b>Grand Totals</b>										
REVENUE TOTALS		552,008.00	.00	552,008.00	45,992.33	.00	229,961.65	322,046.35	42	555,368.42
EXPENSE TOTALS		552,008.00	.00	552,008.00	43,175.79	.00	215,619.47	336,388.53	39	550,053.66
<b>Grand Totals</b>		\$0.00	\$0.00	\$0.00	\$2,816.54	\$0.00	\$14,342.18	(\$14,342.18)		\$5,314.76

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# BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET  
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process\_dj@co.brown.wi.us

**DAN PROCESS**  
**INTERNAL AUDITOR**

Date: June 30, 2015

To: Executive Committee

From: Dan Process, Internal Auditor DP

Re: Monthly Status Update (June 1 – June 30, 2015)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects

- a. In-progress: Customer Service Survey – Public Health Inspectors
- b. Completed: Collection, review and distribution of the 2015 1<sup>st</sup> quarter Departmental Budget Status Reports/Financial Results
- c. In-progress: Employee Health Insurance Fund Analysis
- d. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts
- e. In-progress: 2016 Budget – County Board Office

2. Standard Monthly Duties

- a. Review of the Clerk of Courts monthly bank reconciliation
- b. Review of the County Board's monthly financial statements
- c. Preparation and review of the monthly Bills over \$5,000 Report

3. Other Miscellaneous Activities

- a. Completed: Audit Follow-Up
  - i. Internal (Attachment A)
    - 1. Golf Course
      - a. Issues Closed – Three (3)
      - b. Issue Extended – One (1)
    - 2. Highway Department
      - a. Issue Extended – One (1)
  - ii. External (Attachment B)
    - 1. Community Programs
      - a. Issues Closed – Five (5)
- b. Inquiries/Questions from Board Supervisor's/Department Head's
- c. Open Records Requests (1)
- d. Anonymous Tip Form Submissions (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

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Attachment A

Brown County Board of Supervisors  
Internal Audit  
Audit Follow-Up (Internal Audit - Golf Course)  
As of June 30, 2015

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)		Management should strengthen existing controls by utilizing available capabilities of the POS system to provide additional revenue breakdown (detail). If this is not possible, management should require the Golf Pro to provide Brown County with additional information; that can be verified, as to the specific make-up of any ambiguous revenue categories. In conjunction with this enhancement, management should consider the installation of surveillance cameras, within the Pro Shop area, to allow for the monitoring/review of cash handling activities by non-County employees.	Golf Course	Management agrees that additional revenue detail should be provided by the Golf Pro. The Golf Course Superintendent will work with Golf Pro to add additional revenue categories in the POS System. <b>Targeted Implementation date:</b> March 15, 2015.	Per Scott Anthes, Golf Course Superintendent, the Golf Pro has implemented new categories to further breakdown miscellaneous revenue. Additional categories were implemented on March 15, 2015. Documentation was obtained and reviewed to support implementation. Issue considered closed.	Closed
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)	The category used to reflect a significant portion of the Golf Pro's revenue was ambiguous.		Golf Course	In addition, the Golf Course Superintendent will conduct weekly reviews to ensure that the Tee Sheet Reservations (FORC Reservation) match the sales report from the POS system. This will help ensure the proper recording of revenue. <b>Targeted Implementation date:</b> Beginning with the start of the 2015 golf season.	Per Scott Anthes, Golf Course Superintendent, weekly reviews of the Tee Sheets are being conducted on a random basis. Implementation was initiated at the start of the golf season. Documentation was obtained and reviewed to support implementation. Issue considered closed.	Closed
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)			Golf Course	The County Board could approve funding for the installation of a camera within the Pro Shop at a cost of \$1,000 with an additional cost of \$50.00 per year for licensing. This does not include public record storage of the video footage. <b>Targeted Implementation date:</b> Outcome contingent on the Board of Supervisors decision to approve funding for a camera.	Per Scott Anthes, Golf Course Superintendent, cameras have not been installed as TS is awaiting for needed equipment and higher connection speed. Revised implementation date: 09/30/15.	09/30/15
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)	Multiple errors were noted within the monthly invoices prepared by Brown County and provided to Safari Steakhouse.	Management should develop and implement a procedure to ensure that monthly invoices are reviewed for completeness and accuracy prior to distribution to Safari Steakhouse. This practice will help to ensure that invoices accurately reflect expenses owed to Brown County.	Golf Course	Management agrees with the recommendations and has implemented a procedure to ensure that all invoicing from here forward will be correct. When an invoice is created all appropriate invoices will be attached to submitted spreadsheet to confirm the amounts being charged are correct. <b>Targeted Implementation Date:</b> This was implemented with this first invoice for January 2015.	Per Scott Anthes, Golf Course Superintendent, all Safari Steakhouse invoices include documentation to support the amount invoiced. Implementation was initiated at the beginning of 2015. Documentation was obtained and reviewed to support implementation. Issue considered closed.	Closed

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**Attachment A**

**Brown County Board of Supervisors  
Internal Audit  
Audit Follow-Up (Internal Audit - Highway Department)  
As of June 30, 2015**

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Purchasing Function Audit - Highway Department	The Highway Department lacks a formal Purchasing Policy. In addition, written purchasing procedures were not in place.	Highway management should develop and implement a Purchasing Policy that reflects and supports the purchasing activities within the department. This policy should also ensure that adherence to state statutes, Brown County's Code of Ordinances and management's intentions is maintained. Policy approval should also be obtained from the appropriate committee (County Board and/or Subcommittees) and the Highway Commissioner. Highway management should also strengthen existing controls by enhancing the written procedures currently in place. If appropriate, such procedures should be incorporated into the written Purchasing Policy.	Highway Department	We agree; the Department follows State Statutes and the County's ordinances in regards to purchasing. The Department's formal purchasing procedure is to continue following Chapter 83 of State Statutes. We agree that procedures could be more formally documented and as priorities and resources permit, the Department will make an effort to formalize procedures.	The Highway Division (HD) will formalize its purchasing procedures to address internal controls, LEAN efficiencies and compliance with State Statutes. This will cover use of purchase orders, contract authorizations, vendor qualifications and "public work" purchases. The HD will outline current procedures, document those procedures, and identify weaknesses. Each procedure will be formalized and maintained in a manual including a procedure to add or modify the manual. All procedures will assure state compliance. The County's Purchasing Policy will be utilized as a starting point in the development of a Highway Purchasing Policy. This review will take place during the first quarter of 2015 with finalization anticipated by 09/30/15. To determine progress, Internal Audit will follow-up and report on any advancement of this policy as of 03/31/15. <b>03-31-15 Update:</b> Progress surrounding the Highway Department's purchasing procedures have been delayed due to the absence of the Public Works Director. Revised targeted implementation date: 06-30-15. <b>06-30-15 Update:</b> Per Paul Van Nole, Public Works Director, the department has initiated a purchasing policy by editing the format followed by the county's purchasing department. In addition, other more specific policies will be attached as completed. Anticipated completion date: 08-31-15.	08/31/15

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Attachment B

Brown County Board of Supervisors  
Internal Audit  
Audit Follow-Up (External)  
As of June 30, 2015

Source	Area	Finding	Recommendation	Management Response	Follow-Up Performed	Targeted Completion Date:
Management Communications (12/31/12 and 12/31/13)	Community Programs	Status of Prior Year Comment - Financial Reporting and Month and Year-end Closing Procedures	<p>We (Schenck) have reported during prior year audits that month and year end closing procedures take a significant amount of time due to the systems and procedures currently in place. While this is not unusual due to the size of the department and the complexity of its grant reporting requirements, it is imperative that the majority of the year end closing activities occur by mid-March to accurately complete final grant expenditure reports by the end of March. Our current year audit noted instances where various year-end accounts had not been reconciled resulting in audit adjustments completed after final grant expenditure reports were submitted, contributing to single audit findings on federal and state programs. Because of audit findings noted, the County will be considered a high risk auditee for its management of federal and state awards programs in future years until the appropriate improvements can be made to its systems. In the past, we (Schenck) recommended the Community Programs department, as part of the County's new accounting system implementation, review their month and year-end closing procedures to determine if additional operating efficiencies through automation or integration with the new system could improve the timeliness of closing procedures and financial projections. The new accounting system was installed in 2009, but few changes were made to improve the department's closing procedures. We have also recommended a month end checklist of closing procedures be developed, as discussed in the next comment. We (Schenck) therefore continue to recommend the County review the current procedures and consider making changes that will create efficiencies and allow for a more timely closing process.</p>	<p>Management will review the current procedures and will make changes to allow for a more timely year-end closing. Turnover of key fiscal personnel created a void in year-end closing duties. To increase the accuracy of reporting, a checklist of closing procedures has been created and will be updated along with improvements in the closing process. 12/02/13 Update: We continue to experience turnover of staff and a key open position (Finance Supervisor). We are currently working on developing reporting from the general ledger which will reduce errors. We have developed a month-end checklist and will develop a year-end checklist. Completion is expected at the end of 2014. 03/07/14 Update: A year-end checklist is being developed in conjunction with the year-end process. Staff turnover in key positions continues to be an issue (Accountant Supervisor). Targeted completion date: 12/31/14. 12/15/14 Update: Key journal entries have been entered into the financial accounting system as recurring entries. Monthly closing procedures and a monthly checklist have been developed.</p>	<p>12/15/14 Update: Month-end closing procedures and month-end checklists were reviewed. Additional follow-up is needed to ensure that year-end activities are completed by mid-March. 05-25-15 Update: Monthly checklists have been developed and are in use. A year-end checklist was developed over the course of 2014 close. Checklists will be reviewed and continually updated as needed. However, per Human Services staff, many expenses are reported to the state via HRSR (Human Services Reporting System), which does not close until mid-March. This requires additional reconciliation steps and may result in potential adjustments. In addition, the final expense reports to the state are not due until the end of March and cannot be finalized until HRSR is closed and reconciled. Therefore, the end of March is a more realistic closing deadline. Issue considered closed.</p>	Closed

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**Brown County Board of Supervisors**  
**Internal Audit**  
**Audit Follow-Up (External)**  
**As of June 30, 2015**

**Attachment B**

Source	Area	Finding	Recommendation	Management Response	Follow-Up Performed	Targeted Completion Date:
Management Communications (12/31/12 and 12/31/13)	Community Programs	Status of Prior Year Comment - Financial Reporting Procedures	Community Programs month and year-end financial reporting is a complex system of general ledger reconciliations, supporting spreadsheets and detailed cost allocations maintained in multiple excel spreadsheets designed to accumulate expenditures and revenue offsets to properly report financial activities to the State of Wisconsin or other grantors. Because of the size of the department, many employees are involved in these processes and, at times, adequate review and approval does not exist or not clearly documented. Currently, no month or year-end checklist of closing procedures exists which details each financial employee's involvement, responsibilities, and related time frames to complete tasks. We (Schenck) recommend the Community Programs department develop a financial reporting checklist to identify steps in closing and reporting the department's transactions to grantor agencies. This checklist would identify individual employee responsibilities, including who is responsible to review and approve each step. This checklist should also be supplemented with written procedures and identification of key back-up employees to ensure adequate cross-training exists to complete the procedures. This documentation could be beneficial to train new employees or ensure financial reporting steps are appropriately adjusted when changes occur to department operations and programs. In addition, as part of the development of this checklist, the department should evaluate opportunities to increase efficiency through increased utilization of the general ledger computer system and redesign of the current spreadsheets.	A checklist of reporting requirements will be developed to help ensure the accuracy of financial reporting. Spreadsheets used in the reporting process will be audited, reviewed, simplified, and consolidated to foster a more efficient reporting process. In addition, a review of the accuracy of data transferred from the County ERP system into reporting spreadsheets will be performed. <b>12/02/13 Update:</b> Spreadsheets have been developed to support grant claims (e.g., Child Care Claims and WHEAP Claims). A monthly checklist has been developed to aid in reporting claims data. In addition, over 100 general ledger accounts have been added to foster more accurate reporting from the general ledger. We are in the process of developing a month-end reconciliation spreadsheet that will replace the prior spreadsheet that was inaccurate. Full completion of this step is expected at the end 2014. <b>03/07/14 Update:</b> Progress continues to be made on the development of a month-end reconciliation spreadsheet and year-end checklist. <b>12/15/14 Update:</b> A reconciliation report is being developed and is expected to be completed by 12/31/14.	<b>12/15/14 Update:</b> Month-end closing procedures and month-end checklists were reviewed. Additional follow-up is needed to ensure that year-end activities are completed by mid-March. <b>06-25-15 Update:</b> Monthly procedures and checklists are in use. The reconciliation report has been fine tuned and is in use. However, per Human Services staff, many expenses are reported to the state via HRS (Human Services Reporting System), which does not close until mid-March. This requires additional reconciliation steps and may result in potential adjustments. In addition, the final expense reports to the state are not due until the end of March and cannot be finalized until HRS is closed and reconciled. Therefore, the end of March is a more realistic closing deadline. Issue considered closed.	Closed
Federal Awards and State Financial Assistance Report (12/31/12 and 12/31/13)	Community Programs	2012-01: Reporting - Reconciling and Review Processes	We (Schenck) recommend the Department redesign their expenditure reconciliation process to include all general ledger accounts and all reported grant program expenditure amounts and to minimize the required amount of manual data entry. We also advise the Department to consider modifying their general ledger to more closely align with current grant programs and to complete necessary adjustments between programs within their general ledger. We also recommend the Department develop a meaningful review and approval process for all expenditure reports and the related reconciliation in order to prevent reporting errors.	Department fiscal staff will redesign the expenditure reconciliation spreadsheet to minimize manual entry and to include all of the general ledger accounts. In addition, an approval and review process will be developed to ensure reporting accuracy. <b>12/02/13 Update:</b> More than 100 general ledger accounts have been added to foster claim reporting from the general ledger. Reconciliation to the general ledger will require a new spreadsheet to be developed. This is targeted to be completed by 03/31/14. <b>03/07/14 Update:</b> General ledger accounts have been added and claims are now being generated from the general ledger. G/L data is now being downloaded and compiled programmatically which has eliminated the need for manual key punch of data into a spreadsheet. This increases the accuracy of claims submitted as well as providing for easy reconciliation to the G/L. Tasks have been completed outcome dependent on audit results. <b>09/15/14 Update:</b> We continue to further enhance the reporting process. We will be adding Overhead accounts to the general ledger in an effort to eliminate several sub-schedules and reduce the risk of reporting errors. We also will be working with Schenck to develop a monthly reconciliation report. Targeted completion date: 12/31/14. <b>12/15/14 Update:</b> We are working to re-design the overhead allocation worksheet and create a month-end reconciliation worksheet. Targeted completion date: 12/31/14.	<b>12/15/14 Update:</b> A copy of the worksheet to reconcile claims to the general ledger was reviewed. Additional follow-up is needed to ensure that year-end closing activities are completed by mid-March. <b>06-25-15 Update:</b> The overhead allocation worksheet and reconciliation worksheet were completed and used to close 2014. However, per Human Services staff, many expenses are reported to the state via HRS (Human Services Reporting System), which does not close until mid-March. This requires additional reconciliation steps and may result in potential adjustments. In addition, the final expense reports to the state are not due until the end of March and cannot be finalized until HRS is closed and reconciled. Therefore, the end of March is a more realistic closing deadline. Issue considered closed.	Closed

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Attachment B

Brown County Board of Supervisors  
Internal Audit  
Audit Follow-Up (External)  
As of June 30, 2015

Source	Area	Finding	Recommendation	Management Response	Follow-Up Performed	Targeted Completion Date:
Federal Awards and State Financial Assistance Report (12/31/12 and 12/31/13)	Community Programs	2012-04: Reporting - Duplicated Costs	We (Schenck) recommend the Department follow the recommendation in Finding 2012-01.	<p>Department fiscal staff will redesign the expenditure reconciliation spreadsheet to minimize manual entry and to include all of the general ledger accounts. In addition, an approval and review process will be developed to ensure reporting accuracy. <b>12/02/13 Update:</b> We have developed a general ledger download process that will reduce errors. The download process has been developed; new general ledger accounts have been added in December 2013. Claims data will now be reported from the general ledger rather than estimates made by the accountants. This will be completed by 03/31/14. <b>03/07/14 Update:</b> General ledger accounts have been added and claims are now being generated from the general ledger. G/L data is now being downloaded and compiled programmatically which has eliminated the need for manual key punch of data into a spreadsheet. This increases the accuracy of claims submitted as well as providing for easy reconciliation to the G/L. Tasks have been completed outcome dependent on audit results. <b>09/15/14 Update:</b> We continue to further enhance the reporting process. We will be adding Overhead accounts to the general ledger in an effort to eliminate several sub-schedules and reduce the risk of reporting errors. We also will be working with Schenck to develop a monthly reconciliation report. Targeted completion date: 12/31/14. <b>12/15/14 Update:</b> We are working to redesign the reporting and reconciling process. Worksheets will be developed to allocate overhead and reconcile claims to the general ledger. Targeted completion date: 12/31/14.</p>	<p><b>12/15/14 Update:</b> A copy of the worksheet to reconcile claims to the general ledger was reviewed. Additional follow-up is needed to determine if year-end closing activities are completed by mid-March. <b>06-25-15 Update:</b> The overhead allocation worksheet and reconciliation worksheet were completed and used to close 2014. The process is working and duplicated costs are detected using the general ledger. However, per Human Services staff, many expenses are reported to the state via HSRS (Human Services Reporting System), which does not close until mid-March. This requires additional reconciliation steps and may result in potential adjustments. In addition, the final expense reports to the state are not due until the end of March and cannot be finalized until HSRS is closed and reconciled. Therefore, the end of March is a more realistic closing deadline. Issue considered closed.</p>	Closed

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# Attachment B

## Brown County Board of Supervisors Internal Audit Audit Follow-Up (External) As of June 30, 2015

Source	Area	Finding	Recommendation	Management Response	Follow-Up Performed	Targeted Completion Date:
Federal Awards and State Financial Assistance Report (12/31/12 and 12/31/13)	Community Programs	2012-05: Reporting - Duplicated Costs	We (Schenck) recommend the Department follow the recommendation in Finding 2012-01.	<p>Department fiscal staff will redesign the expenditure reconciliation spreadsheet to minimize manual entry and to include all of the general ledger accounts. In addition, an approval and review process will be developed to ensure reporting accuracy. <b>12/02/13 Update:</b> This will be completed by 03/31/14. <b>03/07/14 Update:</b> 03/07/14 Update: General ledger accounts have been added and claims are now being generated from the general ledger. GL data is now being downloaded and compiled programmatically which has eliminated the need for manual key punch of data into a spreadsheet. This increases the accuracy of claims submitted as well as providing for easy reconciliation to the GL. Tasks have been completed outcome dependent on audit results. <b>09/15/14 Update:</b> We continue to further enhance the reporting process. We will be adding Overhead accounts to the general ledger in an effort to eliminate several sub-schedules and reduce the risk of reporting errors. We also will be working with Schenck to develop a monthly reconciliation report. Targeted completion date: 12/31/14. <b>12/15/14 Update:</b> We are working to re-design the reporting and reconciling process. Worksheets will be developed to allocate overhead and reconcile claims to the general ledger. Targeted completion date: 12/31/14.</p>	<p><b>12/15/14 Update:</b> A copy of the worksheet to reconcile claims to the general ledger was reviewed. Additional follow-up is needed to determine if year-end closing activities are completed by mid-March. <b>06-25-15 Update:</b> The overhead allocation worksheet and reconciliation worksheet were completed and used to close 2014. No changes have been noted to the worksheets and worksheets will be continuously reviewed. However, per Human Services staff, many expenses are reported to the state via HSPS (Human Services Reporting System), which does not close until mid-March. This requires additional reconciliation steps and may result in potential adjustments. In addition, the final expense reports to the state are not due until the end of March and cannot be finalized until HSPS is closed and reconciled. Therefore, the end of March is a more realistic closing deadline. Issue considered closed.</p>	Closed

## HUMAN RESOURCES DEPARTMENT

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

June 30, 2015

Committee Meeting Date: July 6, 2015

TO: Executive Committee  
FROM: Warren Kraft  
SUBJECT: June Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

### Recruitments

- Second interviews for the Emergency Management Director were held and a job offer will be made this week to the top candidate with Board approval in July.
- The Assistant Airport Director position has been posted until July 16, 2015.
- Recruiting continues for the Finance Manager in Human Services.
- The Finance Director position in Administration has been offered pending the approval of 15 days of vacation from the Board in July (see attached offer letter).
- Recruiting is underway for the Employee Services Manager and Benefits Specialist positions in Human Resources.
- Recruitment has begun for the Deputy Executive position.

### Insurance Activity

- Preliminary 2016 insurance planning continues. Forecasted projections have been reviewed with Human Resources and Administration for 2016 budgeting. For 2016, the Personal Health Assessment (PHA) results will be incorporated into employee premium contributions.
- Annual Personal Health Assessments will take place in August, 2015. Continued communication will be sent to employees. Onsite schedules for Brown County facilities and locations are complete and will be communicated to employees to begin scheduling appointments.

### Wellness

- The Brown County Wellness Committee continues to meet monthly. They will be incorporating the vision, mission, and goals of the committee and submitting them to the Executive to review.
- The proposals for onsite or near site fast care services have been reviewed and a formal proposal will be forwarded to the County Board for approval in July. The anticipated startup date is August 1. HR and Administration will be reviewing the appropriate next steps in moving this forward.
- Employee Resource Center (ERC), Brown County's Employee Assistance provider, continues to offer the Stress Management seminars. Employees can sign up and earn up to \$75 dollars in HRA money for participating.

### Classification & Compensation Plan

- Department Heads continue to review all position descriptions with their staff and must submit any updates and requests for reclassification to their Analyst by July 17.
- The final salary structure and administrative plan will be presented to the County Board at the August meeting.

**Safety**

- Safety inspection criteria and checklists continue to be finalized for various departments.
- A Safety Committee has been formed and met on June 17.
- More information is now available on the Safety link under Human Resources on the employee intranet.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

June 30, 2015

Mr. David Ehlinger  
7628 Antler Ct  
Evansville, WI 53536

Dear Mr. Ehlinger:

We are pleased to confirm our offer of employment to you for the position of Finance Director with the Brown County Administration Department, effective July 27, 2015.

This is a full-time, salaried administrative position scheduled to work a minimum of 40 hours per week, and is exempt from overtime or compensatory time requirements according to the Fair Labor Standards Act. Your employee number will be **14432** and your supervisor will be Chad Weininger, Director of Administration.

New employees serve a six-month initial employment period. You will have a performance evaluation at 5 months of employment and on an annual basis thereafter. During your initial employment period you can be removed for any cause or no cause without recourse to the grievance procedure.

Compensation for this position is based on the Brown County Classification & Compensation Plan for Administrative Employees. Your salary will be \$92,505 annually.

Your benefits will be administered according to Chapter 4 of the Brown County Code of Ordinances, County policies and procedures, and are subject to change. You will be eligible for all Health, Dental, and other fringe benefits as of August 1, 2015. Contingent on approval of the Brown County Board of Supervisors, you will receive fifteen days of vacation, annually until your tenth year of employment, when you will follow the vacation schedule outlined in the Brown County Code. Without Board approval, you will receive vacation as outlined for Brown County Employees in Chapter 4.

Brown County agrees to offset your moving expenses up to \$2,000, with substantiated receipts. These expenses would be recouped in the event your employment status is terminated within 2 years, on a prorated basis. (Total cost divided by 24 months)

Some benefits are prorated during your first year of employment. Upon separation of employment with the County, your benefits will be prorated for that year. If you have used more benefits than you earned, earnings will be withheld from your last paycheck.

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June 30, 2015  
Page 2

The Human Resources Department conducts informational employee orientation sessions for new employees. You will be notified in writing of the date, time and location of your scheduled orientation day.

Please complete the enclosed I-9 Form, W-4 Form, Emergency Contact Form, Sensitive Information Policy Form and Direct Deposit Form. These forms, along with this signed offer letter, must be returned **in person** at the Human Resources Department, located at 305 East Walnut Street, Room 620, **prior** to beginning your employment. You are required to provide documents as indicated on the back of the I-9 Form to allow us to complete this form.

If you have any questions regarding this offer, please contact me at 448-4066. We welcome you to our staff and trust that your association here will be both challenging and rewarding.

**BROWN COUNTY HUMAN RESOURCES DEPARTMENT**



Heidi Gazza  
Employment Coordinator

cc: Department / Payroll

Enclosures

This letter constitutes an offer for your employment commencing with the above date. The wages, hours and working conditions are subject to change in accordance with policy provisions. ***Your signature below indicates your acceptance of this offer.***

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David P. Ehlinger

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Date

10a

**Brown County**

2016 Employee Benefit Recommendation  
June 2015

**2016 Plan Renewal**

Benefit	2015 Current Plan	2016 Proposed
<b>Health Plan</b> Deductible (in-network)	\$2,000 Single /\$4,000 Family	\$2,000 Single /\$4,000 Family
Health Reimbursement Account (HRA)	\$1,050 Single /\$ 2,100 Family (Maximum based on personal health assessment - PHA)	\$ 750 Single / \$1,500 Family <b>*\$850/Single / \$1,600 Family</b> Roll over not to exceed deductible Dollars used on deductible/copay VEBA eliminated
Wellness Incentive Dollars – Earned into HRA	\$200 Single / \$400 Family	\$200 Single / \$400 Family <b>*\$250 Single / \$500 Family</b> Dollars roll over year after year Used within section 125
Coinsurance	Premium Designation Program Tier 1 providers 90% Tier 2 providers 80%	Same as 2015
Pharmacy	20%/25%/35% Generic/Brand/Non-formulary Maximum \$1500/\$3,000	Same as 2015
Max out of Pocket	\$4,000 Single/ \$8,000 Family	Same as 2015
Premium Contribution	<b>12% with PHA</b> \$ 62.32 Single \$165.84 Family <b>17% without</b> \$ 88.28 Single \$234.96 Family	Tied to outcome of PHA score 12% Gold 15% Silver 18% Bronze 32% Standard 42% Tobacco/Abstain
Personal Health Assessment Voluntary  Outcome based for HRA funds	5% premium differential for participation  Single / Family Gold \$1,050 /\$2,100 Silver \$ 840 / \$1,680 Bronze \$ 630 / \$1,260 Standard \$ 420 / \$ 840 Tobacco \$ 210 / \$ 420 Non Participant \$ 630 / \$1,260	See above Premium Contribution tied to outcome of PHA score
Dental Plan	Self Funded Plan offering Delta Dental \$0 Deductible \$1,250 annual Plan maximum <b>Dual choice offerings</b> Dental Associates Plan \$0 deductible \$2,500 plan max Fully insured	Same as 2015

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Short Term Disability (excludes Sheriff department)	Carrier - The Standard Elimination Period Accident – 0 days Sick 7 days Family benefit – eliminate 60% wages paid	Carrier - The Standard Elimination Period Accident – 0 days Sick 7 days Family benefit – eliminate 50% wages paid
Long Term Disability	Carrier – The Standard Definition of Disability = Own occupation <b>OR</b> any occupation 66 2/3% to \$5,000 monthly	Same as 2015
Additional Offerings	<b>Voluntary:</b> Vision – Eye Med Accident – UHC Critical Illness - UHC	<b>Voluntary:</b> – Same as 2015  <b>Near Site Clinic – free to all benefit eligible employees</b> See separate attachment
Retiree Options		Increase to retiree rates above active 8.7% each year over the next 5 years

**NOTE: The (\*) comments are the only changes made by the Administration Committee prior to voting on the recommendations to move forward to Executive Committee.**

**Assumptions:**

- ✓ Stop loss insurance, based on claims, will increase 5%
- ✓ New fees in 2016 for the Affordable Care Act \$ 122,663
- ✓ Medical Trend at 7.5%
- ✓ Premium savings tied to PHA above already accounted for in 2015 department contributions

The above represents 2016 plan recommendations.

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## Brown County

June 2015

### On-site / Near Site Opportunity

Prevea Proposal	Bellin (Fast Care – Shopko)	Aurora (Quick Care – Wal-Mart)
<b>Services Offered</b> <ul style="list-style-type: none"> <li>Animal/insect bites</li> <li>Cold and flu symptoms</li> <li>Cuts without bleeding</li> <li>Earaches</li> <li>Mild/mod asthma</li> <li>Minor infections</li> <li>Rashes and burns</li> <li>Severe sore throat</li> <li>Sprains and minor broken bones</li> <li>Sinus infections</li> <li>Urinary tract infections</li> <li>Additional services as needed</li> </ul> <b>Lab and X Ray available at all sites</b> <ul style="list-style-type: none"> <li>Subject to insurance billing</li> <li>MRI Ashwaubenon locations and Hospital</li> </ul>	<b>Services Offered</b> <ul style="list-style-type: none"> <li>Allergies (6 years &amp; older)</li> <li>Athlete's foot</li> <li>Bladder infections (females, 12 yrs. &amp; older)</li> <li>Bronchitis</li> <li>Camp physicals</li> <li>Cold &amp; flu symptoms</li> <li>Cold sores</li> <li>Ear infections</li> <li>Impetigo</li> <li>Insect Bites</li> <li>Laryngitis</li> <li>Minor burns and rashes</li> <li>Minor sunburn</li> <li>Mononucleosis</li> <li>Pharyngitis</li> <li>Poison ivy (3 yrs. &amp; older)</li> <li>Ring worm</li> <li>Sinus infections (5 yrs. &amp; older)</li> <li>Sore throat</li> <li>Sports physicals</li> <li>Swimmer's ear</li> <li>Upper respiratory infections</li> </ul> <b>Lab Services included:</b> <ul style="list-style-type: none"> <li>Urinalysis</li> <li>Monospot</li> <li>Pregnancy</li> <li>Rapid Strep</li> <li>TB Skin Test</li> </ul>	<b>Services offered</b> <ul style="list-style-type: none"> <li>Bronchitis</li> <li>Diarrhea</li> <li>Ear Infection</li> <li>Ear Wax Removal</li> <li>Female bladder Infection</li> <li>Influenza</li> <li>Insect Stings</li> <li>Minor Low Back Pain</li> <li>Minor Rashes</li> <li>Mononucleosis</li> <li>Motion Sickness</li> <li>Nausea/Vomiting</li> <li>Pink Eye</li> <li>Poison Ivy</li> <li>Ringworm</li> <li>Seasonal Allergies</li> <li>Sinus Infection</li> <li>Sore Throat</li> <li>Wart Removal</li> </ul> <b>Lab Services</b> <ul style="list-style-type: none"> <li>Subject to Additional Fee insurance billing</li> </ul>
<b>Annual Costs</b> <b>\$79.95 per visit</b>	<b>Annual Costs</b> <b>(Sliding scale not to exceed) \$26,715</b>	<b>Annual Costs</b> <b>\$ 25,752</b>
<b>Hours</b> Monday – Friday 8 AM – 8 PM Saturday & Sunday 8 AM – 4 PM Holidays 8 AM – 4 PM (Ash/She)	<b>Hours</b> M-F 8:30 AM – 8:30 PM Sat 8:30 AM – 5 PM Sun 10 AM – 5 PM Open holidays, except Christmas 10 AM – 2 PM	<b>Hours</b> M – F 9 AM – 6:30 PM Sat 9 AM – 2:30 PM Sun vary by location
<b>Location</b> Ashwaubenon Health East De Pere East Mason St Howard Washington St. Oconto/Oconto Falls Plymouth Sheboygan Pulaski (spring 2015)	<b>Location</b> Bay Park Square – Shopko East Town Mall – Shopko Suamico – Shopko	<b>Location</b> De Pere – Wal-Mart Green Bay / Mason St – Wal-Mart All Aurora foot print outside of area

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July 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**FOR THE AIRPORT**  
**MAINTENANCE MECHANIC**

WHEREAS, the Human Resources department has received a table of organization change request from the Airport; and

WHEREAS, a 1.00 FTE Buildings & Grounds Maintenance Worker position in the Airport table of organization has been vacant since December, 2014; and

WHEREAS, the Human Resources department in conjunction with the Airport reviewed the duties and responsibilities of the position as well as the needs of the department; and

WHEREAS, a thorough study was completed and it was determined that the skills of a Maintenance Mechanic position would better serve the needs of the Airport due to the aging building systems and equipment and the additional preventative maintenance requirements of the new Customs & Border Protection building; and

WHEREAS, Human Resources in conjunction with the Airport recommend the deletion of (1.00) FTE Buildings & Grounds Maintenance Worker position and the addition of 1.00 FTE Maintenance Mechanic position in the Airport table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (1.00) FTE Buildings & Grounds Maintenance Worker position and the addition of 1.00 FTE Maintenance Mechanic position in the Airport table of organization.

**Budget Impact:**  
Airport

<b>Partial Year Budget Impact (6/1/15 – 12/31/15)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Buildings & Grounds Maintenance Worker	(1.00)	Deletion	\$(25,117)	\$(13,209)	\$(38,326)
Maintenance Mechanic	1.00	Addition	\$ 26,819	\$ 13,444	\$ 40,263
<b>Partial Year Budget Impact</b>			<b>\$ 1,702</b>	<b>\$ 235</b>	<b>\$ 1,937</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Buildings & Grounds Maintenance Worker	(1.00)	Deletion	\$(43,058)	\$(22,644)	\$(65,702)
Maintenance Mechanic	1.00	Addition	\$ 45,976	\$ 23,047	\$ 69,023
<b>Annualized Budget Impact</b>			<b>\$ 2,918</b>	<b>\$ 403</b>	<b>\$ 3,321</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The increase will reduce the Airports year end fund balance. The Airport operates as an enterprise fund.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources

Approved as to form by Corporation Counsel

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
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WARREN KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 6/16/15  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** 6/22/15  
**REQUEST FROM:** Warren Kraft  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Change in Table of Organization for the Airport (Maintenance Mechanic)

**ISSUE/BACKGROUND INFORMATION:**

A 1.00 FTE Buildings and Grounds Maintenance Worker position in the Airport table of organization has been vacant since December, 2014. A thorough review of the needs of the department revealed the skills of a Maintenance Mechanic would better fit the needs of the department to maintain aging building systems and equipment and perform preventative maintenance on the new Customs & Border Protection building.

**ACTION REQUESTED:**

The deletion of (1.00) FTE Buildings & Grounds Maintenance Worker position and the addition of 1.00 FTE Maintenance Mechanic to the Airport table of organization.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? \$1,702 Partial Year / \$3,321 Annualized
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☒ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? Savings from the vacant Buildings & Grounds Maintenance Worker position

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** MAINTENANCE MECHANIC/HEAVY EQUIPMENT OPERATOR

**REPORTS TO:** OPERATIONS SUPERVISOR – BUILDINGS & GROUNDS

**DEPARTMENT:** AIRPORT

**JOB SUMMARY:**

Performs skilled maintenance work in the preventative maintenance, alteration, repair and cleaning of buildings, grounds and equipment.

**ESSENTIAL DUTIES:**

Performs skilled maintenance work in one or more trades.

Performs carpentry, ceiling tile, drywall and minor masonry work.

Performs minor electrical, plumbing, and building repairs.

Maintains and performs repairs on assigned vehicles and equipment, small engines, boilers, heating and cooling systems, conveyor belts and all facility related equipment.

Maintains and repairs floors, tiled and carpeted; operates related equipment.

Operates and maintains ground equipment such as snowplows, snowblowers, lawnmowers, power broom, power riding vacuum, frontloader, heavy trucks and shovels snow.

Maintains HVAC systems, including chillers, cooling towers, evaporators/condensers, boilers and their related Air Handler Units, VAV boxes, pumps and valves.

Washes, paints, and repairs windows as well as washing outside windows, utilizing a high reach boom.

Empties and transports garbage to designated areas; unloads freight.

Operates firefighting equipment as needed.

Reads and interprets blueprints, drawings and other technical specifications.

Cleans and unplugs sewer system using manual and power equipment.

Prepares and maintains required reports and forms.

Assists in budget preparation for maintenance operation.

Performs all aspects of maintenance and repairs on jet bridges including all jet bridges support equipment.

Performs maintenance and repairs of baggage belt conveyors/carousels, gear boxes and bearings.

### **NON-ESSENTIAL DUTIES**

Performs related functions as assigned.

### **MATERIALS AND EQUIPMENT USED:**

- Snow plows
- Snow blowers
- Lawn mowers
- Power broom
- Engine repair equipment
- General repair tools (hammer, screwdriver, etc.)
- Sprayers
- Cutting Torch
- Fork Lift
- Scissors Lifts
- Power riding vacuum
- Frontloader
- Heavy trucks
- Scrubber
- Pick up trucks
- Fire fighting equipment
- Welder
- High Reach

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **Education and Experience:**

High School Diploma, plus five years of maintenance experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

#### **Security:**

Must be able to successfully complete a TSA background check/security threat analysis and maintain unescorted access to the SIDA.

#### **Licenses and Certifications:**

Valid Wisconsin Driver's License  
Valid Class "B" Commercial Driver's License

#### **Knowledge, Skills and Abilities:**

Knowledge of methods, materials, and equipment used for the preventative maintenance, alteration, repair, and cleaning of buildings and facilities.

Knowledge of standard practices in one or more trades.

Ability to learn aviation radio procedures, Federal Aviation Administration (FAA) regulations, and Crash, Fire and Rescue (CFR) procedures.

Ability to use and care for all tools and equipment related to the job.

Ability to read, interpret and utilize blueprints and other technical specifications.

Ability to establish and maintain effective working relationships with administration, staff, tenants and the public.

Ability to follow written and oral instructions.

Ability to communicate effectively both orally and in writing.

Ability to operate heavy equipment (i.e. front loader, heavy snow plows).

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Intermittent standing, walking, sitting, and driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Tolerating cold, heat, noise, vibration, mechanical fluids, (i.e. diesel oil, gasoline, lubricating oils, cleaning solvents, paint, etc.), lawn care chemicals and hazards in the environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 04/30/2015